

Virginia Board of Bar Examiners

2201 W. Broad Street - Suite 101
Richmond, VA 23220

REQUEST TO CARRY FORWARD

All applicants may Carry Forward their application for two exam sittings in accordance with Section VI of the Rules of the Board of Bar Examiners (noted below).

To Carry Forward your current application, complete and sign this form and mail or fax to the Board's office. If this form is received prior to 4:00 p.m. on the Thursday before the bar exam administration on Tuesday, you will receive confirmation by mail that your request to carry forward was received.

Starting with the July 2010 bar exam, a \$100 carry forward update fee will be charged to process your Update of a Previously Filed application. The Update of a Previously filed application and Character & Fitness Update form required for updating your application will be available on our website approximately two months prior to the filing deadline. You will be notified by mail of the availability of the current forms and the password required to access them.

Laptop fees **DO NOT** carry forward. You must timely register and pay for the laptop program for each bar exam.

SECTION VI: FILING AN APPLICATION BUT NOT TAKING THE EXAMINATION

An applicant who properly applies for an examination with the Office of the Secretary but fails to take the examination shall forfeit the application fee for that examination unless:

(A) By written notice to the Office of the Secretary such applicant requests that the application for examination on file be carried forward to an examination within one year of the date of the examination for which the original application was made.

(1) Such notice shall be received by the Office of the Secretary of the Board within thirty days of the date of the examination which the applicant missed; and

(2) The applicant shall thereafter timely file with the Office of the Secretary of the Board such documents as are necessary to update the application for the subsequent examination, including (a) an Update of Previously Filed Application form; (b) a Character and Fitness Update form, updating the information in the applicant's Character and Fitness Questionnaire, (the Board may require a new character and fitness investigation if more than four (4) years have elapsed since the applicant's graduation from law school or from the date of completion of the original character and fitness investigation); (c) current certificates of good standing from the court of last resort of any jurisdiction to which the applicant has been admitted; (d) a carry-forward update fee in the amount of \$100; and (e) if the application fee for the examination has been increased since the examination for which the applicant did not appear, the amount of the difference in such fees.

(B) No portion of the application or carry-forward fees shall be refundable.

Send by Mail or Facsimile Transmission

FAX To: **804-367-0416** (no cover sheet required)

or

Mail To: **Virginia Board of Bar Examiners
2201 W. Broad Street, Suite 101
Richmond, VA 23220**

I am currently scheduled to sit for the: February July _____ Bar Examination
and Request to Carry Forward to the next scheduled Bar Examination. (Year)

First Middle Last Suffix

I understand that it is my responsibility to file an Update of Previously Filed Application and Character and Fitness Update form [see Rule A(4) above], with all required attachments, on or before the filing deadline for the next bar exam to be eligible to sit.

Daytime Phone Number Social Security Number Applicant's Signature